

ANNOUNCEMENT NUMBER: 012-032

OPEN TO: All Interested Candidates

POSITION: Local Guard Coordinator, FSN-7; FP-08*

OPENING DATE: June 11, 2012

CLOSING DATE: June 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 35,753 p.a. (Starting salary)
(Position Grade: FP-08 to be confirmed by Washington)

*Ordinarily Resident: US\$ 28,364 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Full time Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking individuals for the position of Local Guard Coordinator in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Job holder is responsible for the first -line management and supervision of the local guard personnel resources. The incumbent is evaluated by the Assistant Regional Security Officer (ARSO) who also provides guidance, approves leave and disciplines the LGC. As directed by the Regional Security Officer (RSO), the LGC is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for the following facilities; Chancery Compound, Embassy Employee Residence, and Embassy Warehouse; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO with resource management of local guard budget contract valued at \$2,200,000.00 annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting in the development of logistical and financial plans.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222-641-161 or 222-641-284.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of secondary school is required.
2. **REQUIRED WORK EXPERIENCE:** Minimum two years administrative experience and one year of supervisory experience are required.
3. **REQUIRED LANGUAGES:** Level IV English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE:** A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required.
5. **OTHER REQUIRED SKILLS/ABILITIES:** The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda
HROLuanda@state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222 641 161/1284
FAX: 222 641 232
HROLuanda@state.gov

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - a) US citizen;
 - b) Spouse or dependent who is at least age 18;
 - c) Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - e) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JUNE 22, 2012

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer